UNITED NATIONS

A

United Nations Conference on Environment and Development
Rio de Janeiro
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ORIGINAL: ENGLISH

INFORMATION FOR PARTICIPANTS

Site of the Conference

1. The United Nations Conference on Environment and Development will be held at Riocentro in Rio de Janeiro. The address of the Conference is as follows:

United Nations Conference on Environment and Development
c/o Riocentro
Avenida Salvador Allende, 6551
22783 Jacarepaguá
Rio de Janeiro
BRAZIL

Telephone: (55-21) 442-1300
Fax: (55-21) 442-1180
Telex: 21669 RJIN BR

2. The time distance between Riocentro and the centre of Rio de Janeiro is approximately 40 minutes.

Pre-Conference consultations

3. Pre-Conference consultations to consider organizational and procedural matters will be held at Riocentro (Conference Room 4) on Monday, 1 June 1992, and Tuesday, 2 June, at 10 a.m. and 3 p.m.

Opening meeting of the Conference

4. The formal opening of the Conference will be held at 10 a.m. on Wednesday, 3 June, in the Plenary Hall (Conference Room 1) of Riocentro.

5. Further information about the opening meeting will be given at the pre-Conference consultations.

6. In order that the opening meeting of the Conference may begin punctually, participants are requested to be seated in the Plenary Hall by 9:45 a.m.

Registration of participants and identification cards

7. Admission to meeting rooms and the main Plenary Hall will require, at all times, the presentation of identification cards. All participants from government delegations, United Nations specialized agencies and intergovernmental organizations are therefore requested to register at one of the registration locations listed below, where identification cards will be issued. In addition to the identification card, all participants attending meetings in the Plenary Hall will require a plenary ticket. Four such tickets will be issued to each governmental delegation, two to each specialized agency, organization and programme of the United Nations system and one to each intergovernmental organization. Ticket allocation for non-governmental organizations will be based on a selection process which will be established in Rio and based on information furnished to the Conference secretariat by the observers from non-governmental organizations.

8. From 18 to 29 May, the registration office will be located at Avenida Atlantica, No. 4066, at the corner of Rua Rainha Elizabeth. Starting on 30 May, the registration desk will be located in the Central Hall at Riocentro.

9. The process of registration will be greatly facilitated if lists of the names of participants are transmitted by each delegation prior to actual registration in person. It is suggested that delegations should register before the opening of the Conference, preferably not later than 1 June 1992.

10. Separate registration areas will be designated for non-governmental organizations accredited for the Conference and for the accreditation of journalists.

Programme of meetings

11. The programme of meetings will be printed in the Conference Journal, to be issued on a daily basis, giving the conference rooms and times of meetings.

12. Normally morning meetings are scheduled to take place from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m.

Seating arrangements

13. At the opening meeting of the Conference and at subsequent meetings in Conference Room 1 (Plenary Hall), each governmental delegation will be assigned four seats, two at table plus two seats behind for advisers.

14. The other principal meeting rooms (Conference Rooms 2, 3 and 4, located in the Central Hall) provide a seating capacity of one seat at table and two seats behind for each government delegation.

15. Specifically identified seating facilities will be available for other participants at the Conference identified by the General Assembly in its resolution 46/168. Further details will be provided in the Journal.

Languages of the Conference

16. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the Conference. In addition,the Government of Brazil will provide Portuguese interpretation services.

17. Official documents of the Conference will be made available in the languages of the Conference.

Interpretation services

18. Statements made in any of the six official languages or in Portuguese will be interpreted into the other official languages. Any representative may, in accordance with rule 54 of the provisional rules of procedure, make a statement in a language other than a language of the Conference. In such cases, the delegation in question should provide either an interpretation or a written text of the statement in one of the official languages. On the basis of this interpretation or written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters.

19. It may be recalled that there will be interpretation services for a total of four simultaneous meetings in the morning and four in the afternoon. The servicing of all official meetings, extensions of official meetings beyond their normal duration, or the provision of interpretation services to regional or other group meetings should therefore be arranged within that framework. Requests for meetings services should be directed to Mr. William Bunch, Secretariat Services Coordinator.

Circulation of prepared statements

20. A minimum of 30 copies of the text of speeches to be delivered in plenary meetings and meetings of the Main Committee should be given in advance to the conference officer in order to enable the Secretariat to provide the best possible service. Delegations wishing to circulate their speeches to all participants are requested to provide 300 copies to the conference officer who will be located beside the rostrum in each conference room. All texts should be delivered before the speaker takes the floor, preferably at the start of the meeting.

21. If written texts are provided in more than one official language, delegations should indicate clearly which of these texts is to be accepted as the official text. Furthermore, in order to avoid confusion, delegations should also specify whether this official text is to be "checked against delivery" or read out as written.

Distribution of official documents

22. The main documents distribution counter will be located on the ground floor of the Central Hall, adjacent to Conference Rooms 2, 3 and 4.

23. All documents distributed at United Nations Headquarters before the opening of the Conference will be available at Riocentro. Each delegation will be assigned an individual box at the documents distribution counter in which all documents issued during the Conference will be placed. To determine exact requirements, each delegation is requested to advise the documents distribution counter of its daily requirements in terms of the number of copies of each document it wishes to receive during the Conference. The quantity requested should be sufficient to cover all requirements, since it will not be possible to provide complete sets of documents after the end of the Conference.

Receipt and circulation of other documents

24. In regard to other documents that Governments and organizations may wish to make available to Conference participants, they are to be provided by those Governments and organizations in the languages and quantities available. The Secretariat will undertake neither reproduction nor translation of such documents. It is suggested that Governments and organizations make approximately 500 copies available in English, with lesser numbers of the other official languages if those are provided.

25. It would be greatly appreciated if one copy of each such document could be forwarded to Mr. William Bunch, Secretariat Services Coordinator.

26. The Secretariat will not undertake official distribution of such documents. However, it will ensure that tables are located in close proximity to all conference rooms where those documents can be placed.

Press Centre

27. The Press Centre established for the duration of the Conference will be located in the Central Hall of Riocentro. The area will include media accreditation, a press working area, press briefing rooms, documents distribution for members of the press, limited video and radio recording and editing studios, and, on a commercial basis, facilities for telephone, facsimile and telex and photocopying.

Media accreditation

28. Accreditation for the media will take place in Rio de Janeiro, from 18 to 29 May, at Rua Maris e Barros No. 13, Centro de Convençoes, Embratur. From 1 June until the final day of the Conference, accreditation will take place in the Central Hall at Riocentro.

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Earth Summit Information System (ESIS)

29. Thanks to a very generous donation by the Digital Equipment Corporation (DEC), the United Nations is able to provide to all participants of the Conference a sophisticated, easy to use "Earth Summit Information System (ESIS)".

30. The ESIS consists of a central computer facility located at Riocentro, as well as approximately 130 computer terminals, 40 personal computers, and 50 printers connected to it at various points in Riocentro; at the site of the '92 Global Forum; at 30 selected downtown hotels; at the International Airport; and in two other selected locations in the city of Rio de Janeiro.

31. Using ESIS, participants will be able to send electronic messages to each other from any of these locations. Most terminal locations will also be equipped with printers, allowing the printing of these messages in hard copy.

32. In addition to messaging, ESIS will offer access to a number of on-line VTX (Videotex) databases developed especially for the Earth Summit, including a list of daily events at the Earth Summit, as well as at the '92 Global Forum; Tourist and Visitors' Information to Rio de Janeiro; as well as a structured presentation of Agenda 21 in a database format.

33. Anybody with physical access to any of the ESIS terminals will be able to get access to the information from these on-line databases. Electronic messaging, however, will be restricted to officially registered participants of the conference. At the time of registration, officially registered representatives of NGOs and the media will get an account identification to access the messaging facility. All other participants, such as country delegations, and representatives of the intergovernmental organizations, and of the United Nations system will need to obtain their account identification from the ESIS registration desk at Riocentro.

34. The Earth Summit Information System was specially designed by Digital Equipment Corporation to service conferences like the Earth Summit. All the functions are "menu-driven", to allow even uninitiated users to use the system to its full powers. To select a service, type the highlighted code and press ‹RETURN›. You'll be guided through each selection by understandable prompts, every step of the way, right up to exiting the system.

35. All the officially registered conference participants will have electronic messaging accounts on the system. For system access, choose "Electronic Messaging" from the main menu, and type your account identification and password at the prompts. The account identification consists of a letter followed by a number, and is issued either at registration, or by the ESIS help desk at Riocentro. When accessing Electronic Messaging for the first time, enter the same information for both Account Identification and Password.

Example:

Account Identification: P1374
Password: P1374

36. The first time you access the electronic messaging system, you will be requested to change the password you were originally assigned. Use any combination of numbers and letters, up to a total of eight characters. Please use a password that you can easily remember. Do not give your password away to others.

37. When creating a message to be sent to other conference attendees, at the "TO:" prompt, enter last name of the recipient and <RETURN>. If more than one name is matched, select the number that corresponds with your recipient's name.

Next, enter the subject of your electronic message and <RETURN>.

Now, you may enter up to eight (8) lines of text.

When you have completed entering your message press <F9> to send it.

38. To assist you in communicating with other conference attendees, the Visitor Directory option can be selected from the electronic messaging menu. With this option one simply enters last name or first character(s) of last name, or Organization/Delegation name or first character(s) of Organization/Delegation name. A list will be presented of all matching entries found.

39. To access any of the on-line databases, just select the appropriate heading from the main Menu, by typing the number, followed by a <RETURN>. Continue selecting options until you reach the information you want. In addition to searching by selecting appropriate options presented on the screen, it is also possible to do a search on key words, by pressing the keys <PF1> and <7> together, followed by the word. At any point, pressing <PRINT SCREEN> will print the page of information to the printer, if it is a terminal connected to a printer.

40. If you have any problems in using the ESIS, please ask for help. There will be ushers available throughout Riocentro. In addition, an Earth Summit Information System help desk will be available near the main entrance in the Central Hall.

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Other useful information for participants

Reception on arrival at the airport of Rio

41. Hostesses will welcome participants in the restricted area of the airport and will guide them to special passport counters and through customs. Exchange will be available in the restricted area. Outside the passport control section, the participants will find an information centre on the first floor, Sector B.

42. Members of the diplomatic and consular corps will have no access to the restricted (passengers) areas of the airport. Arriving authorities with the rank of Minister will be escorted by Brazilian diplomats and hostesses to a special lounge, in the public sector of the airport, where only one guest for each authority will be admitted.

43. A special bus shuttle service (Airport/Hotels) will be available, as well as an ample supply of taxis.

Visas

44. Brazilian Embassies and Consulates have received special instructions for visas for participants of the Conference. In special cases, visas can be granted at the airport of Rio.

Transportation from hotels to Riocentro

45. A special 24-hour bus shuttle service will be available from most hotels. The Information Center will provide plans and tickets. Tickets will also be available at major hotels and at Riocentro.

Restaurant facilities

46. Restaurants and cafeterias at Riocentro will be open during the Conference hours. Beverages, snacks, sandwiches will be served all day.

Travel agency

47. A travel agency will be operating at Riocentro.

Money

48. Bank notes, travellers' cheques and other legal tender may be imported and exported freely.

Banking facilities

49. Banco Do Brasil S.A. and Banerj will have agencies at Riocentro, where foreign currency may be exchanged.

Cheques and credit cards

50. Travellers' cheques are cashed by banks and shops. Personal cheques are not usually accepted from foreigners. International credit cards are accepted by banks and shops.